

The Rural Retreat Town Council held a regular meeting on August 23, 2011, at 7:00 p.m. in the Rural Retreat Town Hall Council Chambers.

### **PRESENT RURAL RETREAT TOWN COUNCIL MEMBERS**

Mayor Timothy Litz, Vice-Mayor Keith Crigger, Ed Schaack, Dale Yontz, Peggy Hash, Jerrell Hall

### **ABSENT**

Scott Mecimore

### **ADMINISTRATION PRESENT**

Raymond Matney, Town Manager; Michael James, Interim Town Manager; Lori Guynn, Clerk/Treasurer; Scott Mitchell, Police Chief

### **ADMINISTRATION ABSENT**

NONE

### **OTHERS PRESENT**

E. C. Hill  
Gary Houseman – Wythe County Board of Supervisors, Black Lick District Representative

### **DETERMINATION OF A QUORUM**

Mayor Litz called the meeting to order and determined a quorum was present.

### **INVOCATION**

The invocation was given by Rev. Gary Houseman.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Mayor Litz.

### **APPROVAL OF MINUTES**

A motion was made by Councilmember Yontz, seconded by Vice-Mayor Crigger to approve the minutes of the August 9, 2011 regular meeting. The motion passed by a vote of five (5) for: Crigger, Hall, Hash, Schaack, Yontz; zero (0) against; one (1) absent: Mecimore.

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### **CITIZEN'S TIME**

E. C. Hill addressed the Council and explained he serves as the Development Director for the Wytheville Presbyterian Children's Home and has known Councilmember Yontz for many years. He thanked Councilmember Yontz and the Council for allowing him to participate in the Heritage Days Festival by taking photographs of Saturday's activities. Mr. Hill presented the Council a photo booklet, CD's and a memory stick with all the photos he had taken throughout the day. He also noted the background music on the CD's is provided by Jim Lloyd.

Gary Houseman addressed the Council as the Black Lick District Representative for the Wythe County Board of Supervisors. Supervisor Houseman stated he has received criticism for not making a motion during Wythe County's budget process in response to Rural Retreat's funding request for the 2011 Heritage Day's Festival. Supervisor Houseman pointed out the Board received 301 funding requests. He added the request was overlooked and wasn't on purpose. Supervisor Houseman continued by stating he advocates for Rural Retreat especially for the Rural Retreat Volunteer Emergency Services. He addressed a request he had received from Rev. Brian Burch concerning the Murphyville Cemetery which has now been included on the mowing schedule for Wythe County. Supervisor Houseman distributed business cards with his contact information and asked that he be contacted about any concerns or if there is information that he specifically needs to know. He noted he will be in a budget meeting this week and will make a recommendation for the next festival. Councilmember Hash stated she had spoken to the Board of Supervisors Chairman Sharitz and he had told her the request had been overlooked. Mayor Litz told Supervisor Houseman that he shouldn't shoulder this alone because others knew about the request and is equally responsible. Mr. Matney added the 2012 festival is coming up. He noted the town spent approximately \$25,000 for the 2011 festival but Wythe County can still contribute. Mr. Matney also stated he was hurt because Wythe County didn't participate since this was Rural Retreat's 100<sup>th</sup> anniversary. He stated he had also spoken to Chairman Sharitz at the fair and expressed his disappointment to him especially since Wythe County contributed to the Chautauqua Festival. Supervisor Houseman concurred. He also stated he was equally disappointed because he wasn't reminded. Mayor Litz pointed out the Virginia General Assembly issued a resolution for Rural Retreat's Centennial Anniversary. Heritage Day Chairman Yontz addressed Supervisor Houseman and stated he shouldn't take this too hard because he isn't the only person on the Board that can make a motion. He also pointed out he had had numerous conversations with one of Wythe County's administrators whom could have reminded someone had they seen fit. Chair Yontz noted if the roles were reversed he feels confident our administration would have pointed out the request. Councilmember Hash told Supervisor Houseman that he represents the area well and he won't be held responsible for this but to remember us in 2012. Mr. Matney told Supervisor Houseman that he would like to meet with him more often to discuss capital projects that involve Rural Retreat and Wythe County. Mr. Matney asked Supervisor Houseman if he would like to receive copies of our Council meeting minutes via email. Supervisor Houseman responded yes.

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### **CORRESPONDENCE**

Mr. Matney read a letter received from Mayor Edward Morgan and the Abingdon Town Council congratulating Rural Retreat on our 100<sup>th</sup> Anniversary. Mr. Matney also read a thank you card from Dr. R. D. Humphrey for being recognized as the town's Citizen of the Century at the Heritage Days Festival.

### **POLICE REPORT**

Chief Mitchell reported on his activity for the second half of August. He noted a CrossPointe Contracting truck had been vandalized while parked on Gienow Road. Chief Mitchell addressed the dog issues on East Buck Avenue in which a dog had jumped on a girl the first day of school. He explained the Wythe County Animal Control is looking into this and is to be contacting the owner. Chief Mitchell added he is continuing to monitor traffic on Parsonage and Richmond Avenues. Mr. Matney stated the Wythe County Sheriff's Office is also working the streets and stopping traffic violators. He also addressed the dog issues on East Buck Avenue. He stated he had spoken to the Animal Control about the incident and he was told they had posted a notice on the owner's door. Mr. Matney asked Chief Mitchell if there was a reason why he can't stop and talk to the owners while patrolling if a dog complaint has been received. Chief Mitchell stated he wasn't aware of the incident until later. Mr. Matney asked Chief Mitchell to be a part of Wythe County's efforts to resolve dog issues including barking complaints. Mr. Matney instructed Chief Mitchell to write citations to dog owners if the owners continue to violate the dog ordinance.

Councilmember Yontz asked what is required of the town to stop people with dogs. He pointed out the majority of the complaints he receives is about dogs because people can't use the sidewalks without being bothered by them. Councilmember Yontz stated when the County is contacted we are told we need to take care of it. He then questioned who is responsible. Mr. Matney responded if we need help trapping dogs because we don't know who they belong to then WCAC should be called because that is why they are there. Their main duty is to enforce dog tags but if we have a dog that is in violation then that is our responsibility to address. Councilmember Yontz asked how hard the town is going to have to be to resolve the problems. Mr. Matney stated the owners need to be warned once and on the second violation they need to be cited. Mayor Litz encouraged the Council to ask for names of the dog owners if they receive complaints.

### **UNFINISHED BUSINESS**

NONE

### **NEW BUSINESS**

**GASB 54 FUND BALANCE REPORTING CHANGES** – Mr. Matney commented each year more GASB requirements are enacted that create more expense for local government. The new

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requirement doesn't change the bottom line but changes how fund balance is reported. He asked Mrs. Guynn to explain this change. Mrs. Guynn stated the audit must now reflect the fund balance reporting in five different categories – nonspendable, restricted, committed, assigned, and unassigned. A Fund Balance Policy Resolution must be adopted and we need to determine what percentage of fund balance will be unassigned for expenditures. Mrs. Guynn added this policy must be adopted prior to the audit being completed. Mr. Matney explained GASB 54 is effective June 30, 2011. He added some reserve funds will be designated as nonspendable and everything in an operational budget will be designated as assigned. Mr. Matney commented this will help to make the audit report easier to track funds. No action was taken on this item. This will be readdressed at the next meeting.

Mr. Matney asked Supervisor Houseman if Rural Retreat could contact the new Wythe County Director of Finance for assistance from time to time if needed. Supervisor Houseman replied he felt the new Finance Director would be glad to assist Rural Retreat if needed.

### **COMMITTEE REPORTS**

HERITAGE DAYS – Chairman Yontz stated the meeting scheduled prior to the Council meeting was postponed. The Committee will now meet September 13 at 6:00 p.m. to critique the 2011 festival.

FINANCE & APPROPRIATIONS – Chairman Crigger stated he will study the information provided on GASB 54 and will give Cliffs Notes at the next meeting.

OPERATIONS & MAINTENANCE – Mr. Matney reported Councilmember Hall is working on designing a shed to store the town's salt spreaders and compiling the estimated cost.

Prior to continuing with the agenda, Councilmember Hash stated she would like to welcome Michael James to Rural Retreat. Mr. Matney added he has enjoyed spending time with Michael and is looking forward to working with him for a few months. He also stated he is looking forward to the next level that Michael will take Rural Retreat too because he has the ability to do so. Mr. James stated he has now spent a week here and he is very excited and motivated about being in Rural Retreat. He added Raymond has answered a lot of questions and he is looking forward to working with everyone. Mr. Matney stated as he is around town people are asking him where Michael is if he isn't with him. He stated Michael has made a good impression and the town wants to know more about him. Mr. Matney commended Personnel Chairman Schaack for his selection in hiring Michael. Chairman Schaack stated it was teamwork of the Council.

### **TOWN MANAGER'S REPORT**

The Town Manager's report is attached and hereby made a part of these minutes. The following items were discussed and/or acted upon:

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TEA-21 SIDEWALK PROJECT – All construction has been completed with the exception of some signage and stripping. Substantial completion inspection will be Friday, September 2<sup>nd</sup> at 10:00 a.m. We continue to work with the owner of the duplex apartments located on North Greever Street to try to resolve his concerns with the open ditch. Mr. Matney commented he had spoken with Councilmember Schaack yesterday and they came up with another alternative that will be less expensive to resolve the open ditch. Work is also continuing with VDOT to create more back yard behind the duplexes.

OUT-OF-TOWN WATER PROJECT DIVISION III (RIDGE AVENUE) – The contractor is mobilizing this week and will begin construction this week or next week.

OUT-OF-TOWN WATER PROJECT DIVISION IV (WATER PLANT ELECTRICAL UPGRADES) – Bids will be received until Thursday, August 25<sup>th</sup> at 2:00 p.m. We anticipate being able to award this contract within two weeks after bid opening. This project states 90 days to completion but is anticipated within 60 days.

IN-TOWN WATER PROJECT – The contractor has completed valve installations and tie ins on Kitten Lane and has resumed construction on the eight inch water main on West Lee Highway.

PICKUP TRUCK – Bids will be received until August 26<sup>th</sup>. We have received two bids for this unit to date.

MONTHLY STATUS REPORT – The Anderson & Associates monthly report is distributed for your review and information. The WebGIS has been updated with the utility information and the real estate information should be available from Wythe County this week. We are working with Anderson & Associates to determine how this information would be most accessible and available to town employees to field locate utility features out in the field.

COMMUNITY CENTER PARKING LOT – The contractor has indicated that he will begin preparing this parking lot for overlay this week and possibly pave this week. Mr. Matney stated he will be meeting with the contractor to discuss issues that may occur due to the new sidewalks. Vice-Mayor Crigger commented this had been discussed before to make sure the asphalt wasn't any higher than the sidewalk. Mr. Matney responded he and the contractor will be discussing how far below the existing sidewalk the asphalt can go.

Mayor Litz asked Mr. Matney to address land acquisition and disbursement and Virginia Department of Health Planning Grant Applications. Mr. Matney explained we have not applied for any VDH grants because we recently completed five of these grants. If future projects arise that the grants will be beneficial for we will certainly consider applying, Mr. Matney added. He then addressed the town's land acquisition and disbursement. He stated Norfolk Southern Corporation has signed the deed for the 0.3 acres the depot sits on. This deed has been signed and filed in Wythe County Circuit Court. The lease between Mr. Weaver and Norfolk Southern for the depot has been assigned to the town. The lease expires in January 2012. Mr. Matney added this has been a long time coming and will now put us in the position to encourage the

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preservation of the depot for the town. Land disbursement involves the Gammons Lot which the deed has not been signed. Dr. Spraker is acquiring two parcels from Dr. Humphrey and one parcel from the town. Upon reading the deed descriptions, he has decided to have all properties surveyed to see what he will have prior to having a building designed and located on the property.

**TREASURER’S REPORT**

The 2011 Fiscal Year End Revenue and Expense Report was distributed for review. The bills for August 23, 2011 were read and approved.

**TALK OF THE TOWN**

Mayor Litz suggested Mr. Matney and Mr. James attend the *Talk of the Town* radio program at the WYVE/WXBX radio station on Wednesday morning.

**ADJOURNMENT**

Prior to adjourning, Mr. Matney reminded the Councilmember’s of the Joint Governing Bodies meeting to be held Monday, August 29<sup>th</sup> at 7:00 p.m. We will be hosting this meeting.

There being no additional business for discussion, the meeting was adjourned upon a motion by Councilmember Hash and was duly seconded and approved.

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Mayor

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Clerk